



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ECONOMIST IV	41	B	7.718
ECONOMIST III	38	B	7.719
ECONOMIST II	36	B	7.723
ECONOMIST I	33	B	7.740

SERIES CONCEPT

Economists prepare and conduct research, analysis and studies of economic, social, fiscal and other factors in relation to topic of study.

Conduct research and analysis of economic, social, industrial and/or employment factors in order to identify trends and/or possible implications on the State.

Collect, analyze and interpret data such as labor market trends, population projections, and industrial activity in order to produce economic forecasts and/or to be used by other State agencies in forecasting budgetary and service delivery levels.

Provide technical assistance to State and local officials by providing and interpreting data and analysis and assisting in strategic planning based upon analysis.

Make presentations to community groups regarding national and State economic trends and resulting implications.

Produce reports containing graphs, tables, and written analysis of statistical and economic data for internal use, submission to the State and federal government, or publication and distribution to local governments and the general public.

Prepare and conduct various required and specially assigned statistical surveys including designing or updating collection form, evaluating and analyzing data, and developing narrative summaries of analysis.

Update information stored in data base and assist in developing a complex information system in order to enhance the efficiency and effectiveness of work performed.

Perform related duties as assigned.

CLASS CONCEPTS

Economist IV: Under administrative direction of the Deputy Budget Administrator, the Economist IV performs the full range of duties described in the series concept involving planning, organizing, developing and managing the State Budget Office research related to complex, long and short range forecasting of diverse tax revenue and social welfare caseload projections. The Economist IV presents research findings and recommendations to the governor, the governor's senior staff, the budget director and/or chief financial officers at the agency level for the purpose of budget and policy development. As the primary spokesperson for the Executive Branch of State government and the Budget Division, the Economist IV presents and defends the State revenue forecasts to the State Economic Forum and prepares in-depth research papers, reports, speeches and recommendations for distribution throughout State government and in professional publications.

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CLASS CONCEPTS (cont'd)

Economist III: Under general direction, Economist III's perform the full range of duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents are expected to have full supervisory authority over Economist II's and Economist I's and/or perform comprehensive, broad based research and analysis involving the application of advanced economic principles to difficult problems.

Economist II: Under direction, Economist II's perform the duties as described in the series concept involving the application of recognized economic and research principles and a high level of complexity. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the journey level.

Economist I: Under general supervision, Economist I's perform the duties as described in the series concept in an entry level capacity. Work involves the application of recognized economic and research principles and a moderate level of complexity. Work is assigned through direction and reviewed for technical accuracy.

MINIMUM QUALIFICATIONS

ECONOMIST IV

EDUCATION AND EXPERIENCE: A master=s degree from an accredited college or university in economics, labor economics, econometrics or related field and three years of experience which included economic research, model building, forecasting, fiscal and trend analysis and interpretation and the development of presentations, reports and recommendations. This experience must have involved the application of advanced statistical, mathematical and economic principles, and research design and procedures; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: selection and application of research models appropriate to project; fiscal analysis and forecasting techniques; new and alternative economic and statistical research and forecasting approaches; data processing and computer system capabilities in the areas of economic and fiscal forecasting and trend analysis; computerized presentation techniques. **General knowledge of:** project management techniques including cost estimating and resource scheduling. **Ability to:** analyze and interpret complex interrelated financial, economic, social and demographic information; prioritize projects and organize work activities accordingly; analyze long range program performance and expenditures and develop recommendations and alternatives. **Skill in:** designing and creating database and informational programs, systems and forecasting models; writing comprehensive reports and recommendations using correct English grammar, spelling, vocabulary and punctuation; making effective verbal presentations to individuals and groups; and operating a personal computer to effectively input and retrieve information; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: tax revenue, gaming fee tax and caseload trend and fiscal analysis and forecasting techniques; the State=s computerized financial system to monitor budget trends. **Working knowledge of:** economic trends and their implications in the development of research models for forecasting State tax revenue and social welfare caseload; legislative and executive budget processes within State government; national, State, regional and local economic trends and climate; government accounting procedures to effectively develop and manage service contracts. **General knowledge of:** organization and functions of State agencies. **Ability to:** provide expert technical advisement regarding revenue and caseload economic forecasts to the governor, budget director and other high level officials; defend research findings and provide

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MINIMUM QUALIFICATIONS (cont'd)

ECONOMIST IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

information and justifications to the highest level groups and individuals in State government. **Skill in:** presenting in both verbal and written form highly technical research information to a variety of individuals and groups for the purpose of clarification and/or persuasion; organizing, planning and implementing multiple projects and areas of responsibility where little precedent exists in solving complex problems.

ECONOMIST III

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and three years of experience in conducting statistical/economic data collection and analysis involving the application of advanced statistical, mathematical and economic principles and research design and procedures. One year must be performed at a level equivalent to the Economist II; **OR** one year experience as an Economist II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Requires additional knowledge and skills outlined in the lower levels within the class series.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Complete and in depth knowledge of: current economic trends and their implications on the particular area of research responsibility. **Knowledge of:** supervisory techniques such as training, motivation, work assignment and review, and discipline; project management techniques including cost estimating and resource scheduling; data processing and computer system capabilities. **Skill in:** designing and creating database and informational programs and systems; motivating others to effective action.

ECONOMIST II

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university in economics, labor economics, econometrics, statistics or a related field and two years of previous experience in conducting statistical/economic data collection and analysis involving the application of statistical, mathematical and economic principles and research design and procedures; **OR** one year experience must be performed at a level equivalent to the Economist I; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Economists are expected at the time of appointment to the class to independently perform the duties of the job by applying at full performance level all knowledge and skills which were acquired and/or utilized in the Economist I level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: econometrics, research design, statistical analysis, and quantitative methods and procedures; economic principles, concepts and theory. **Skill in:** planning, designing economic studies and projects.

ECONOMIST I

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university in economics, labor economics, statistics or a related field; **OR** an equivalent combination of education and experience.

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MINIMUM QUALIFICATIONS (cont'd)

ECONOMIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: economic and statistical theory, procedures, practices and techniques; research techniques and methods of analysis. **Skill in:** advanced mathematical computation; written English to sufficiently compose narrative summaries of research findings and analysis which are grammatically correct and comprehensible; operating a computer terminal to effectively input and retrieve information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: current economic trends and their implications on the particular area of research responsibility. **Skill in:** performing standard statistical and quantitative techniques including simple correlation methods, regression analysis, time series analysis, analysis of frequency series, sampling methods and compilation of index numbers.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.718</u>	<u>7.719</u>	<u>7.723</u>	<u>7.740</u>
ESTABLISHED:	6/21/99R 12/16/99PC	11/20/79R	6/01/67	6/01/67
REVISED:		4/25/80PC	4/13/70	
REVISED:			11/16/72	11/16/72
REVISED:			11/17/76	11/17/76
REVISED:			11/20/79R 4/25/80PC	11/20/79R 4/25/80PC
REVISED:		11/13/87	11/13/87	11/13/87
REVISED:		7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC
REVISED:		6/21/99R 12/16/99PC	6/21/99R 12/16/99PC	6/21/99R 12/16/99PC